

# Quotation Request //

## US Government Publishing Office

Southeast Region  
infosoutheast@gpo.gov  
Washington DC 20401-0000

**JACKET:723-901**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 02/28/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

---

**TITLE:** PUBLICATION 4993 (REV. 5-2021) CAT 59436Y NO CELL PHONE USE DESKTOP SIGN  
**QUANTITY:** 805 Laminated Posters with Command Strips & Easel (See "DESCRIPTION")

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to (404) 605-9160.

**TRIM SIZE:** 8-1/2 x 5-1/2"

**FORM NO:** PUB 4993 (REV. 5-2021) CAT 59436Y

**PAGES:** Face Only

### **SCHEDULE:**

Furnished Material will be available for pickup by 03/01/2023

Ship complete by 03/21/2023

F.O.B. contractor's city/origin - See Below

- Ship a total of 805 copies to three destinations on or before March 21, 2023 - see "DISTRIBUTION" for address information and quantity breakdowns.

**NOTE:** All shipments must be completed via traceable means with signature verification. All quantities ship using the contractor's IRS/UPS account number. Contractor is responsible for maintaining a shipping log that includes the contact, address, quantity ordered, and tracking/pro number(s) for each destination. Contractor must email shipping log to Keith Hedgspeth (Keith.R.Hedgspeth@irs.gov), Traci Cobb (tcobb@gpo.gov), and GPO Southeast Region Office (infosoutheast@gpo.gov) within one business day of shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

The following information applies to all F.O.B. Contractor's City shipments:

- All consignments weighing less than 750 pounds must be shipped GROUND via a furnished IRS Small Package Carrier (UPS) account number. Contractor must notify the GPO contract administrator if the contractor does not have such an account, and one will be established for that contractor. Contractor must not use their own small package carrier account.

**NOTE:** The contractor must have the capability to generate the Small Package Carrier shipping labels electronically. Each label must provide the following 2 reference fields: Reference Field 1 - GPO Jacket Number; Reference Field 2 - IRS Requisition Number.

The contractor cannot be reimbursed for using his or her own small parcel carrier account and/or BL's, nor may GPO GBL's be cut for this order.

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

**PRINTING AND LAMINATING:**

- Face prints type, solid, and reverse matter in Pantone 193 Red\* and Pantone 288 Blue\*. After printing, laminate entire face & back of each poster with a clear, non-yellowing 5 mil matte laminate. Laminate must not extend beyond the trim size.

**CONSTRUCTION AFTER LAMINATING:**

- Affix a total of four sets of Command Brand Small Picture Hanging Strips (approx. 2-1/8 x 5/8 x 1/10") horizontally on the back of each poster (one set on each back corner). The Command Strips are the 2 part strips that "snap" together to make a set. The strips have adhesive on back of each of the two pieces. Contractor to snap the two pieces together, adhere one piece as specified above, and leave the liner on the other piece for the end user to remove. The self release tab should not be visible when viewing the face of the poster. If necessary, due to easel size, apply Command Strips to top of easel (strips must be usable if easel is collapsed).

- Affix a suitable sized, white, collapsible easel (furnished by the contractor) to the back of each laminated poster. Easel must support the weight of the item when standing. Easel must not extend beyond the trim size.

**NOTES:**

\*Contractor's option to print the Pantone colors or convert Pantones to 4-color process build of Pantone 193 Red and Pantone 288 Blue.

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. If printing the specified Pantone color, final output must be a minimum of 150 line screen and at a minimum resolution of 1200 x 1200 dpi x 1 bit. If converting specified Pantone color to 4-color process build, final output must be a minimum of 150-line screen and at a minimum resolution of 2400 x 2400 dpi x 1 bit or 600 x 600 dpi x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

**MATERIAL FURNISHED:** Contractor to receive. See Below:

- Purchase Order and one print file (see "ELECTRONIC MEDIA") will be emailed to the contractor upon award.

- IRS carton shipping labels (Form 6153) to complete electronically will be furnished by IRS via e-mail after award (in a ZIP file with Form 2040)\*\*\*. See "PACKING" for additional labeling instructions.

- IRS Form 2040 in a fillable PDF file format will be furnished by IRS via e-mail after award (in a ZIP file with IRS Carton Shipping Labels)\*\*\*.

\*\*\* Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive via email and open file attachments compressed into a WinZIP (.zip)

file format.

The contractor is required to complete and email IRS Form 2040 daily to the IRS when shipping begins. Any delay or missed input could result in delay of payment. IRS Form 2040 is in a fillable PDF file format. The majority of the information in the form will be filled in by the IRS prior to being sent to the contractor. The contractor is responsible for the verification and correctness of information supplied back to IRS. Contractor must read instructions furnished with IRS Form 2040 which instructs the contractor on how to complete and submit the form. Please contact Keith Hedgspeth (Keith.R.Hedgspeth@irs.gov) for any questions or if there is any missing or incorrect information.

---

#### ELECTRONIC MEDIA:

-PLATFORM: Unknown

-SOFTWARE: One PDF file will be provided.

-COLOR(s): Live image area is identified as Pantone 193 and Pantone 288. Contractor's option to print the Pantone colors or convert Pantones to 4-color process build of Pantone 193 Red and Pantone 288 Blue.

-FONTS: All fonts are Embedded and/or Embedded Subset.

-OUTPUT: High resolution output required (See "DESCRIPTION").

NOTE: GPO Imprint does NOT print on this order!

#### ADDITIONAL INFORMATION:

- Contractor must have the ability to edit PDF files (when furnished by the Government).

- Contractor is not to request that electronic files provided be converted to a different format. If contractor wishes to convert files to a different format, the final output must be of the same or higher quality and at no additional cost to the Government.

- The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

- Identification markings such as register marks, commercial identification marks of any kind, etc., GPO imprint, form number and revision date, carried in the electronic files, must not print on the finished product.

- Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

- The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

- When PostScript Files are not furnished - prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

- Upon completion of this order, the contractor must furnish final production native application files (digital deliverables) and one "press quality" PDF file with the furnished media. Storage media must be MAC/PC compatible. The digital deliverables must be an exact representation of the final product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, any proprietary file formats other than those supplied, unless specified by the

Government.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order  
JCP Code\* L21, White Smooth-Finish Cover, Basis Size 20 X 26" Basis Weight 65#

**COLOR OF INK:**

Pantone 193 Red\* + Pantone 288 Blue\*

\*Contractor's option to print the Pantone colors or convert Pantones to 4-color process build of Pantone 193 Red and Pantone 288 Blue.

**PRINT PAGE:** One Side Only

**MARGINS:**

Follow file setup - adequate gripper.

**PROOFS:**

Proofs are not required; however, contractor will be responsible for final output that is in conformance with the digital files as provided. The contractor will be responsible for reporting immediately to the GPO if there is any discrepancy within the content of the digital file versus the output.

**BINDING:**

See "DESCRIPTION".

**PACKING:**

NDC bulk shipment must be packed in UNIFORM quantities per carton\*. \*Contractor must NOT deviate from the specified quantity.

Copies must be shipped flat with cardboard slip sheets between each copy to prevent scuffing/damage and prevent posters from adhering to each other during shipment. The contractor must make every effort to ensure that the posters deliver in the same condition as when they were shipped (i.e. not bent nor creased, etc.)

All cartons must be packed solid with a maximum weight of 32 lbs per carton. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200p.s.i, minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape (2 to 3 inches width, not reinforced), minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with paper or polyester tape (2 to 3 inches width, not reinforced). Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. Cartons must not exceed 17-1/2" (L) x 11-1/2" (W) x 9" (D) in exterior dimensions. NOTE: Packing peanuts/beads are not acceptable carton fillers.

\*In some cases, there may be one carton with an odd quantity due to the quantity packed per carton not dividing equally in the quantity ordered. The label for that single carton MUST be labeled accurately with the carton quantity (see CARTON LABELING for electronically correcting label quantity). Place that odd carton at the top of the load.

**CARTON LABELING:** Contractor must reproduce shipping carton label at 100% on white paper from

furnished PDF file, fill in appropriate fields and securely attach one label to each carton. NOTE: Carton labels contain barcodes; therefore, dot matrix printing is NOT acceptable.

NOTE: "BLUE LABEL" COPIES ARE REQUIRED. DO NOT AFFIX THE IRS CARTON LABEL TO THE "BLUE LABEL" COPIES.

All cartons must have IRS Shipping label affixed to one carton end only (never top, long side, or bottom). On cartons shipped via small package carrier (SPC), affix the SPC label on top of carton on the end nearest to IRS label. On small package carrier (SPC) boxes/envelopes, the IRS label is to be affixed to the top of each package and the SPC shipping label to the reverse side of the package (this includes advance distributions and IRS samples). All shipments to IRS National Distribution Center via SPC are to leave "To (Consignee) Address" field blank. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the IRS. Use of any other label is prohibited and may be cause for rejection of reimbursement for any expenses incurred to correct use of improper labels.

The following must be updated ELECTRONICALLY by the contractor, when not entered by IRS on the PDF label using Adobe Acrobat 7.0. DO NOT MAKE HAND-WRITTEN UPDATES TO THE LABEL UNDER ANY CIRCUMSTANCES.

- Carton # of #
- From Address
- To Address
- Carton Quantity

If requested, the contractor must send an electronic PDF proof of label prior to reproducing.

**FAILURE OF THE CONTRACTOR TO COMPLETE THE PDF LABEL ELECTRONICALLY WILL RESULT IN THE SHIPMENT BEING REJECTED AND RE-LABELED AT THE CONTRACTOR'S EXPENSE.**

If a "0" is pre-filled in on the furnished PDF label, then contractor MUST change the "0" to reflect actual quantity inside cartons. Contractor must ensure that all cartons have the same quantity. The carton count field in the PDF file is directly linked to the barcode field; therefore, the contractor must press "enter" or "tab" after entering the quantity in order for the quantity to be reflected in the barcode. All changes to the carton count field MUST be made in the electronic label (not hand filled in) to whatever the true carton quantity is so that it is reflected on the label in both the quantity and barcode fields. NOTE: In the case of one carton with an odd quantity due to the quantity packed per carton not dividing equally into the quantity ordered, the label for that single carton must also be updated electronically to reflect the true quantity per carton.

Automated "Carton # of #" fields: To print the correct number of labels for each address with sequential carton numbers, input in the total number of cartons and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing labels.

**PACKAGING AND PACKING PROBLEMS:** In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor may be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label, which incorrectly states or identifies the title of the form; the form identification number; or the quantity of forms actually contained in the carton, or has any missing information, or is not securely attached.

**DISTRIBUTION:**

F.O.B Contractor's City - Ship on or before March 21, 2023:

- Ship 5 copies to a residential address in Dacula, GA 30019. Complete address will be provided on the IRS 2040 furnished award.

- Ship 750 copies to: IRS/National Distribution Center, Receiving (309-556-5169), 2525 Revenue Drive, Bloomington, IL 61705-2500.

- Ship 50 "Blue Label\*" copies to: IRS/National Distribution Center, Blue Label Copies, 2525 Revenue Drive, Bloomington, IL 61705-2500.

\*DEPARTMENTAL RANDOM COPIES (BLUE LABEL) - The order must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and be sent in accordance with the distribution list (separately from any other distribution to the same destination). A copy of the purchase order/specification and a signed Certificate of Selection of Random Copies must be included.

NOTE: All shipments must be completed via traceable means with signature verification. All quantities ship using the contractor's IRS/UPS account number. Contractor is responsible for maintaining a shipping log that includes the contact, address, quantity ordered, and tracking/pro number(s) for each destination. Contractor must email shipping log to Keith Hedgspeth (Keith.R.Hedgspeth@irs.gov), Traci Cobb (tcobb@gpo.gov), and GPO Southeast Region Office (infosoutheast@gpo.gov) within one business day of shipping. Include GPO Jacket Number & IRS Requisition Number in the subject line of the email.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	File Setup
P-9. Solid or Screen Tints Color Match	Pantone Matching System

NOTE: Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instructions for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

NOTE: Vendors are expected to submit invoices within 30 days of job shipping/delivery.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE